



UNITED STATES MARINE CORPS

HEADQUARTERS MARINE CORPS AIR STATION MEAMAR
PO BOX 462008
SAN DIEGO CA 92145-2008

StaO 11014.4
G-4

23 JAN 2001

STATION ORDER 11014.3

From: Commanding General
To: Distribution List

Subj: PROCEDURES AND REGULATIONS FOR BOTTLED WATER SERVICES
THROUGH THE ASSISTANT CHIEF OF STAFF G-4, INSTALLATIONS AND
LOGISTICS, PUBLIC WORKS DIVISION (PWD)

Ref: (a) DoD Financial Management Regulation, Vol 10, Chapt 12,
par 120203
(b) StaO 11014.1A

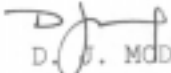
Encl: (1) Sample Work Request NAVFAC for 9-11014/20

1. Purpose. To establish procedures for obtaining bottled water services through the Assistant Chief of Staff (AC/S) G-4, Installations and Logistics (I&L), Public Works Division (PWD), in accordance with the references.
2. Background. PWD is responsible for providing potable water. Special drinking water, or bottled water, may be provided only when necessary from the government's standpoint and when certain conditions are present as outlined in reference (a).
3. Information. Bottled water service is a Facility Support type contract as described in reference (b). Requirements will be submitted as a work request, using the enclosure. The Public Works Officer (PWO) reserves provisional authority that may be waived on a case by case basis.
4. Action. Unit Commanders will ensure compliance with this Order as follows:
 - a. Upon receipt of the requesting unit's work request which must include at a minimum, justification, number of personnel who will be utilizing bottled water at the location, number of gallons required on a monthly basis, and length of requirement, a representative of PWD will make contact to verify conditions in reference (a) are met, and obtain desired location for placement of a standard dispenser. Water will be delivered to a centralized distribution point at the PWD Self Help, Building 6250. Units will be required to pick up water bottles for their use. After initial issue, water bottles will be exchanged on a one to one basis. For each empty bottle returned, a full bottle will be issued.

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b. For those units with very large requirements, site delivery may be made on a case by case basis, at the PWO's discretion. A quarterly site inspection of each location will be performed by PWD to maintain accurate requirement information. Additionally, it is each unit's responsibility to notify PWD of any change in requirement as it becomes known.

5. Concurrence. The Commanding General, 3d Marine Aircraft Wing and the Commanding Officer, Marine Aircraft Group 46 concurs with the provisions of this Order.


D. J. MCDANIEL
Chief of Staff

DISTRIBUTION: A

23 JAN 2001

WORK REQUEST (MAINTENANCE MANAGEMENT)

NAVFAC 9-11014/20 (REV. 2-88) S/N 0105-LF-002-7510
Supersedes NAVDOCKS 2351(PW Department see Instructions in
NAVFAC MO-322)

Requestor see Instructions on Reverse Side

PART I--REQUEST (Filled out by Requestor)

1. FROM Your Unit/Activity/Division/Branch, etc.	2. REQUEST NO.
3. TO Facilities Manager, PWD, MCAS Miramar	4. DATE OF REQUEST Today's Date
5. REQUEST FOR <input type="checkbox"/> COST ESTIMATE <input checked="" type="checkbox"/> PERFORMANCE OF WORK	5a. REQUEST WORK START Desired Service Start Date
6. FOR FURTHER INFORMATION CALL Unit POC, Name/Phone #	7. SKETCH/PLAN ATTACHED <input type="checkbox"/> YES <input type="checkbox"/> NO
8. DESCRIPTION OF WORK AND JUSTIFICATION (Including location, type, size, quantity, etc.)	

REQUEST BOTTLED WATER BE PROVIDED:

of gallons per month _____

of personnel serviced _____

of dispensers desired _____

Bldg # and Location _____

Duration of Requirement _____

Justification:

9. FUNDS CHARGEABLE	10. SIGNATURE (Requesting Official) I. M. RESPONSIBLE
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PART II--COST ESTIMATE

(Filled out by Maintenance Control Division if estimate requested)

11. TO	12. ESTIMATE NO.
13. COST ESTIMATE	14. SKETCH/PLAN ATTACHED <input type="checkbox"/> YES <input type="checkbox"/> NO
a. Labor \$	15.
b. Material \$	<input type="checkbox"/> APPROVED. PROGRAMMING TO START IN _____
c. Overhead and/or Surcharge \$	<input type="checkbox"/> APPROVED. BASED ON PRESENT WORKLOAD, THIS JOB CAN BE PROGRAMMED TO START IN _____, IF AUTHORIZED BY 25TH OF _____ AND FUNDS ARE MADE AVAILABLE.
d. Equipment Rental/Usage \$	<input type="checkbox"/> DISAPPROVED. (See Reverse Side)
e. Contingency \$	16. SIGNATURE
f. TOTAL \$	17. DATE

PART III--ACTION (Filled out by Requestor)

18. TO:	19. AUTHORIZATION TO PROCEED IS ATTACHED (Check one if other than PW funds are involved) <input type="checkbox"/> NAVCOMPT 140 <input type="checkbox"/> OTHER	20. WORK REQUESTED <input type="checkbox"/> HAS BEEN CANCELLED <input type="checkbox"/> HAS BEEN DEFERRED <input type="checkbox"/> WILL BE PERFORMED BY OTHERS
21. SIGNATURE	22. DATE	

(See Part IV on Reverse Side)

ENCLOSURE (1)



UNITED STATES MARINE CORPS

HEADQUARTERS MARINE CORPS AIR STATION MIRAMAR
PO BOX 452000
SAN DIEGO CA 92145-2000

StaO 11014.4 Ch 1

G-4


31 JAN 2001

STATION ORDER 11014.4 CH 1

From: Commanding General
To: Distribution List

Subj: PROCEDURES AND REGULATIONS FOR BOTTLE WATER SERVICES THROUGH
THE ASSISTANT CHIEF OF STAFF G-4, INSTALLATION AND
LOGISTICS, PUBLIC WORKS DIVISION (PWD)

1. Purpose. To direct a pen change to the basic Order.
2. Action. On the letterhead page, change "STATION ORDER 11014.3"
to read "STATION ORDER 11014.4"
3. Filing Instructions. File this Change transmittal directly
behind the signature page of the basic Order.


D. J. MCDANIEL
Chief of Staff

DISTRIBUTION: A